

BERKELEY COUNTY GOVERNMENT

JOB OPENING – EXTERNAL POSTING

Administrative Clerk 1 - Part Time (PS100765)

DEPARTMENT: HUMAN RESOURCES

JOB SUMMARY/ESSENTIAL FUNCTIONS: Greets and directs visitors of the County Administration Building to the appropriate department. Provides excellent, professional, and responsive customer service to visitors. Remains aware of surroundings and visitors. Must be astute in visually observing potential safety or security issues. Uses deductive reasoning to determine the level of assistance needed or if a potential security risk exists. Provides assistance to citizens as needed. Escorts visitors to the appropriate department when necessary. Monitors building and parking lot activity in the front of the building and reports any issues or suspicious behavior. Keeps greeter board and public information up to date. Ensures that assembly room is locked or unlocked based on the schedule. Assists with preparing registration for large meetings as requested. Performs other related administrative duties as assigned, which may include mailers, collating packets and other tasks.

QUALIFICATIONS:

High school graduate or equivalent and six months related receptionist/greeter work experience. Experience with administrative support functions and/or security functions preferred. Experience with Microsoft Office helpful.

Familiarity with Berkeley County departments and their functions preferred.

Previous experience in law enforcement or security helpful.

Departmental testing may be administered during interviews.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to see, walk, talk and hear. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

Fifteen to Twenty hours per week. Must be available Monday through Friday from 9:00 a.m. until 5:00 p.m. to work part-time hours as requested. Scheduled hours, location duties and any other information contained herein are subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163) for an application or visit our website at www.berkeleycountysc.gov.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

Administrative Clerk 1/Greeter - Part Time
Entry Level Hourly Rate of Pay: \$7.25 (and up depending on experience)

Date of Posting: 12/20/2012
Closing Date: Subject to close at any time.

***THE EMPLOYMENT APPLICATION MUST BE FULLY COMPLETED.
INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED.
APPLICATIONS WILL NOT BE ACCEPTED ONCE POSITION IS CLOSED.***